



## **2018-2019 NSLI-Y Online Application Instructions**

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### Using the Application Website

- NSLI-Y recommends using one of the following web **browsers**: Firefox 3 or higher (preferred), Chrome 16 or higher, Internet Explorer 9 or higher, Safari 3.1 or higher.
- Add [ais\\_accounts@americancouncils.org](mailto:ais_accounts@americancouncils.org) to your e-mail's **safe sender** list to help prevent messages from being blocked as spam or junk mail. (This is particularly important for Yahoo, K12, and AOL email users.)
- Fields marked with a **red asterisk (\*)** are required. You will not be able to submit your application if any required field has not been completed.
- Unless otherwise noted, U.S. Eastern Time is displayed on the application website.
- The online application form is comprised of several sections (pages). They are listed in the "Sections" menu that can be found in the navigation menu at the left side of each page, as well as in the Table of Contents on page one. You may select any section from the menu to jump to that section. You may also press the → (next) and ← (previous) arrows to switch to the next and previous sections of the form.
- **NSLI-Y recommends that you prepare and save the host family letter and short essays in a word processing program, such as Microsoft Word.** You may copy and paste your essays into your application once you have completed them in a word processing program.
- NSLI-Y recommends saving your work often using the **"Save Changes"** button at the bottom of each page as the application website will time out after periods of inactivity and any unsaved changes will be lost. Saving changes periodically will also protect you from losing work due to loss of Internet connection or accidental computer shut down.
- It is not necessary to complete your application in one sitting or session. To continue later, press the "Save Changes" button that can be found at the bottom of each page, and then log out of the system. You can log in again at any time until the application deadline, and continue to complete or edit your application. When you sign in to the website in the future, the application you started will be found under "My Forms," and you will click "Edit" and choose the application section to continue where you left off.

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### Getting Started

- Proceed to the application website: <https://ais.americancouncils.org/nsliy>.
- In the "Create New Account" section, provide the requested registration information to make your new account. Provide your legal first and last name. Click the 'Create new account' button to finish. Note your username and password in a safe place so you can log-in again later. If you already have an account from a prior NSLI-Y application, you may use that account.



- Check your email inbox for a verification email from [ais\\_accounts@americancouncils.org](mailto:ais_accounts@americancouncils.org). (If you did not add these emails to your email's safe sender list, the verification email may be directed to your spam or junk mail folder.) Click the verification link, which will authorize your account and sign you in.
- From "Available Forms," select "NSLI-Y Application for High School Students in the U.S." by clicking the "Start" link.

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### **Important Reminders:**

- The deadline for the online application is **Thursday, November 2, 2017, at 4:00 P.M. U.S. Eastern Time**. NSLI-Y and American Councils for International Education bear no responsibility for data transmission problems in submitting the application.
- NSLI-Y strongly encourages that applicants ask any questions and submit their applications well in advance before November 2, 2017.
- If you have any questions or confront any technical problems with the online application, please email [nsliy@americancouncils.org](mailto:nsliy@americancouncils.org). When emailing, please use the following subject line convention: **Reference Code, Last Name, First Name: Email Subject** (Ex: ABCE1234, Doe, Jane: Question about application). *Note: Your reference code is the eight-digit, randomly-assigned code at the top of your application with four letters and four numbers that identifies your unique application.*

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### **Section 1, Section 2: About the Application**

Review Section 1 to learn about the 2018-2019 NSLI-Y Application and associated deadlines you will be responsible for meeting.

Review Section 2 to learn how to navigate the online application.

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### **Section 3: Personal Information – About You**

Questions 1 – 7: Enter your complete legal first and last name, gender, date of birth, and place of birth. If applicable, provide your preferred nickname or name that you are commonly called in Question 2. Provide your date of birth in the following format: Mmm, dd, YYYY (example – Sep 30, 1999). Make sure it is your date of birth and not your parent's date of birth; we see a few of those mistakes each year.

Question 8: Indicate if you have a valid U.S. passport.



*Note:* Although a valid U.S. passport is not required at the time of application, all NSLI-Y semi-finalists should be prepared to submit passport information by **late February 2018**. NSLI-Y finalists will be expected to have a valid passport for **at least six months** after their anticipated program end date. (If you are selected to go to **Russia**, your passport must be valid for 18 months after your anticipated return to the U.S., and if you are selected to go to **India** or **China**, your parent(s) or legal guardian(s) may also be required to have a valid passport(s).) If selected, please be aware that your passport may need to be available for up to 3 months prior to the program start for visa processing.

Question 9: If applicable, indicate dual citizenship that you have for any country other than the U.S.A.

Question 10-14: In Question 8, provide your full mailing address – the address where your mail should be sent. If your physical address is different from your mailing address, provide your full physical address in Question 15.

Question 16: Provide at least one telephone number and indicate the type of phone. There is room to input an alternate number and if you wish to provide a third phone number, do so in the field labeled “Other Telephone, if any” and indicate whose telephone it is. Only one telephone number is required.

Question 19-20: Provide your primary and alternate email addresses. NSLI-Y requires applicants provide one email address, but it is extremely useful to have an alternate email address on file. You may provide an email address of a parent/legal guardian for the alternate email address if you only have one email address.

*Note:* E-mail is the main mode of contact for communications that you will receive from NSLI-Y Administration. Please provide the e-mail address you will check most frequently as your primary e-mail address.

Question 21-22: Provide your Congressional District so we can notify Members of Congress about NSLI-Y scholars from their district and/or state.

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#### **Section 4: Personal Information – School Information**

Question 1: Provide information about your current grade level.

Question 2: Provide the date which you anticipate graduating from high school in the following format: Mmm YYYY (example – Jun 2018).



Question 3 – 9: Provide the name, mailing address, telephone number, and website for your high school (the School Web Site field is not required).

*Note:* If you are home-schooled, please enter the following:

- For the School Name field, enter "Home School"
- For the school address and telephone fields, enter your home address and telephone
- For Web Site field, enter the web site address of your local school district or "None"

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### **Section 5: Personal Information – Family Information**

Question 1: Provide background and contact information about each parent/legal guardian. One telephone number and an email address are required. Only input the address of the parent/legal guardian if it is different than your physical address. To add an additional parent/legal guardian, press the “Add 1 More” button. To delete a parent/legal guardian, click the “Delete” link.

*Note:* Any parent/legal guardian listed in your application must be identified by the **same name** in other forms that require the name and signature of parents/legal guardians (i.e. Terms and Conditions and program acceptance forms). If any parent/legal guardian name appears to be different on other NSLI-Y forms, our team will have to follow up with you to ensure it is the same person.

Question 2: If applicable, provide information about each of your siblings or other household members who are also applying for NSLI-Y this year. To add an additional sibling, press the “Add 1 More” button. To delete a sibling, click the “Delete” link.

Question 3: Provide information for at least one adult who does not live with you who will serve as your alternate emergency contact person. You must input one telephone number and an email address for your alternate emergency contact person.

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### **Section 6: Personal Information – Certify Your Eligibility**

Question 1 – 4: Review these eligibility requirements of the 2018-2019 NSLI-Y Program. To certify that you meet the requirements, choose “True” for each requirement.

Question 5 – 6: Review the linked document. To certify that you read, understand, and meet the requirements, choose “True” for each requirement. Complete the section by typing your full name in the field labeled “Certified by,” which will serve as your electronic signature.

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## **Section 7: Personal Information – International Experience**

Question 1: Indicate if you have previously participated in a NSLI-Y program. If so, provide the information requested regarding your past NSLI-Y summer experience.

*Note:* Please be advised that if you previously traveled on a NSLI-Y summer program, you are only eligible to apply for a NSLI-Y academic year program. No student is eligible for a third NSLI-Y scholarship.

Question 2: Indicate whether you have previously participated in any other international exchange program(s). If so, provide the information requested regarding your past experience(s). To add details for an additional program, press the “Add 1 More” button. To delete details for a program, click the “Delete” link.

*Note:* Past participants of overseas short-duration Bureau of Educational and Cultural Affairs, Department of State sponsored exchange programs (eight weeks or less) are eligible to apply for a NSLI-Y academic year program. For more information, refer to the U.S. Department of State’s [Eligibility Policy for American Outbound Youth Programs](#) or contact NSLI-Y Administration.

Question 3 – 5: Indicate if you have other experience traveling/living abroad, have plans to travel between the application deadline and the program start, and if you have relatives or close friends who live in NSLI-Y host countries. If so, provide a brief explanation in the corresponding fields.

*Note:* NSLI-Y host countries may include China, Estonia, India, Indonesia, Jordan, Korea, Latvia, Moldova, Morocco, Russia, Taiwan, Tajikistan, and Turkey.

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## **Section 8: Personal Information – Activities, and Hobbies**

Question 1: List any activities, athletics, or organizations you have participated in within the past three years or are currently participating in with frequency. Be descriptive but brief (e.g., “Speech & Debate Club - Secretary”) and indicate any leadership roles. Estimate the hours spent per month and the beginning and end dates, if applicable. To add additional fields, press any of the “Add More” buttons. You may list up to seven (7) entries. To delete additional fields, click the “Delete” link.

Question 2: List any creative work, hobbies, and special training that you have pursued to the point of some mastery. Activities could include: music, dance, drama, performing arts, and foreign languages. Be descriptive but brief (e.g., “Piano – I have been playing piano for 7 years and participate in weekly tutoring sessions.”). Estimate the hours spent per month and the beginning and end dates, if applicable. To add additional fields, press any of the “Add More” buttons. You may list up to seven (7) entries. To delete additional fields, click the “Delete” link.



[Top](#)**Section 9: Personal Information – Internships, Paid Work and Jobs**

Question 1: List any type of internship or work and describe your responsibilities. Be descriptive but brief (e.g., “Tutor – I tutor elementary students in math on the weekends”). Estimate the hours spent per month and the beginning and end dates, if applicable. To add additional fields, press any of the “Add More” buttons. You may list up to seven (7) entries. To delete additional fields, click the “Delete” link.

**Section 10: Personal Information – Awards, Honors, and Special Recognition**

Question 1: List any awards, honors and special recognition you have received in the past 3 years. Be descriptive but brief (e.g., “National Merit Semi-Finalist”). Include the month and year that the award or honor was received (formatting: 02/2017). To add additional fields, press any of the “Add More” buttons. You may list up to seven (7) entries. To delete additional fields, click the “Delete” link.

**Section 11: Personal Information – Photos (Upload)**

Applicants are not required to upload photos; you may submit an application without uploading any photos. If you wish to upload photos, press the “Select File” button. In the dialog box that appears, browse your computer and select the image file you want. Press “Open” to upload the photo into the application system. You will be taken briefly to another screen while your file is validated by the system. Please provide brief descriptive captions and identify yourself in each photo. If you have trouble uploading, make sure you are following the listed size, type, and resolution restrictions.

*Note:* Any photo deemed inappropriate by NSLI-Y, in its sole discretion, may be removed. Uploaded photos will NOT be taken into consideration in the selection process, but will be shared with program implementers and host families.

**Section 12: Personal Information – Statistical Information**

Applicants are not required to complete this section. If you choose, you may provide NSLI-Y with the information requested in this section, which will be used only for statistical analysis of the NSLI-Y program. Statistical information captured in this section helps us understand our applicant pool and plan for future outreach efforts. This information will NOT be taken into consideration during the selection process.

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### **Section 13: Documents: Transcripts**

**Your official high school transcript should be postmarked no later than November 2, 2017.** All transcript items should be mailed by the registrar directly to American Councils in a sealed and unopened envelope no later than **November 2, 2017** (postmarked), to the address below:

**ATTN: NSLI-Y File Processing (#1100-G)**  
**American Councils for International Education**  
**1828 L St NW Ste 1200**  
**Washington, DC 20036-5136**  
**USA**

***Transcript Request Forms – only one of these forms will be relevant to each applicant***

#### **Official School Grade Transcript**

Applicants in 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grade should submit the Grade Transcript Request to their school registrar as soon as possible. Download and print the PDF document, available by clicking 'Grade Transcript Request' in the 'Document' column on the left.

#### **Home School Transcript Form**

Applicants currently in home-schooling should have their home school instructor complete and submit the NSLI-Y Home School Transcript Form. Supplemental material can be included with the submission, but the NSLI-Y Home School Transcript Form must be completed and submitted. The transcript should include all semesters completed in high school thus far and courses currently enrolled in, if possible. Download and print the PDF document, available by clicking 'Home School Transcript Form' in the 'Document' column on the left.

#### **9<sup>th</sup> Grade Transcript and Classes List Request**

Applicants currently in 9<sup>th</sup> grade should submit the 9<sup>th</sup> Grade Transcript and Classes List Request to their school registrar as soon as possible. 9<sup>th</sup> grade applicants must submit to NSLI-Y both an official grade transcript from junior high/middle school AND a list of classes currently enrolled in at high school. Sometimes, 9<sup>th</sup> graders have to appeal directly to the junior high/middle school they attended to secure their grades from those levels. Download and print the PDF document, available by clicking '9<sup>th</sup> Grade Transcript and Classes List Request' in the 'Document' column on the left.

### **Section 14: Documents: Terms and Conditions**

Each applicant must submit a signed copy of the Terms and Conditions signature page with the application. Applicants should upload the scanned copy of the fully signed, final page of the form





before submitting his/her NSLI-Y application. Should an applicant not be able to upload the form, he/she can mail the completed signature page to the following address:

ATTN: NSLI-Y File Processing (#1100-TC)  
American Councils for International Education  
1828 L St NW Ste 1200  
Washington, DC 20036-5136  
USA

The deadline to upload the signature page, or mail the signature page is 4pm EST, Thursday November 2, 2017.

Step 1: Click on the NSLI-Y Participant Agreement – Terms and Conditions link to download the document. Print the form and review it with your parents. Sign the agreement with your parent(s)/legal guardian(s).

Step 2: Indicate how you plan to submit your Terms and Conditions signature page. Click on either “Postal Mail” or “Upload File Directly in Application”. If you choose to mail the signature page, check the box confirming that you will send the signature page by postal mail by November 2, 2017. If you choose to upload the signature page, scan the signature page and save it to your computer. Click on the “select file” button and search for and select the Terms and Conditions document on your computer.

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### **Section 15: Recommendation Requests – Teacher Recommendation**

You may ask any academic instructor or counselor who can attest to your readiness to be an exchange student to write your Teacher Recommendation. It is a good idea to ask an individual with whom you have taken a class or worked with within the last two years.

For home-schooled students, the Teacher Recommendation must be completed by an adult who is not related to the student. Possible individuals may include, but are not limited to, scout leaders, coaches, clergy members, volunteer coordinators, and instructors.

As soon as you decide to apply for NSLI-Y, you should talk to your potential recommender to ask if he or she is willing to provide you with this recommendation. If he or she agrees, give them the Teacher Recommender Instructions. You can download this document by pressing the “Document” link in the left-most column of the table. Additionally, you can find an informational document for the Teacher Recommendation at <http://www.nsliforyouth.org/how-to-apply/>.



To send your request to your teacher:

- Provide his or her contact information in the corresponding fields
- Press the “Save Changes” button at the bottom of the page
- Press “Request Recommendation” to send your request to your teacher. (This button will appear after you press “Save Changes.”)

Your teacher must complete and submit the Online Teacher Recommendation by **November 9, 2017 at 4:00 P.M. U.S. Eastern Time**.

Make sure to confirm with your teacher that he or she received the email message and can access the form. **If your teacher does not receive the email message, first suggest he or she check the spam or junk mail box.** Note that K12 email addresses often have strong spam filters. If he or she still cannot find it, only then come back to this page and press the "Request Recommendation" button again, to send another message. You are also able to monitor your teacher's progress within this section – it will state when the recommendation link has been 'opened', and when the teacher has 'started', 'saved', and 'submitted' the recommendation. Further, if the recommender has not already submitted the recommendation, you can change contact information input in this section and press the “Request Recommendation” button after you have submitted your application until **November 9, 2017 at 4:00 P.M. U.S. Eastern Time**, if necessary.

***Be careful!*** If you change your teacher's name or email address after sending the notification message, it will cancel your previous request and disable his/her secure link to the online form. It will also erase any online recommendation form that was already in progress or had already been submitted. An erased recommendation form cannot be retrieved. Consider this before changing the contact information.

**Note:** Teachers can check their recommendations after submitting and make changes, if necessary, until the final deadline of **November 9, 2017 at 4:00 P.M. U.S. Eastern Time**.

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## **Section 16: Recommendation Requests – Parent/Legal Guardian Statement**

Ask one parent or legal guardian to provide you with this statement in support of your NSLI-Y application and give them the Parent/Legal Guardian Instructions. You can download this document by pressing the “Document” link in the left-most column of the table. Additionally, you can find an informational document for the Parent/Legal Guardian Statement at <http://www.nsliforyouth.org/how-to-apply/>.

To send your request to your parent/legal guardian:

- Provide his or her contact information in the corresponding fields
- Press the “Save Changes” button at the bottom of the page



- Press “Request Statement” to send your request to your parent/legal guardian. (This button will appear after you press “Save Changes.”)

Your parent/legal guardian must complete and submit the Online Parent/Legal Guardian Statement by **November 9, 2017 at 4:00 P.M.** U.S. Eastern Time.

If your parent/legal guardian does not speak English, you may provide a written translation of his/her statement. Past applicants have asked older siblings or other relatives to provide this translation. If your parent or legal guardian submits a translated statement, ensure it is noted in the statement submitted online.

Confirm with your parent/legal guardian that he or she received the email message and can access the form. **If your parent/legal guardian does not receive the email message, first suggest he or she check the spam or junk mail box.** If he or she still cannot find it, only then return to this page and press the "Request Statement Again" button again, to send another message. You are also able to monitor your parent/legal guardian's progress within this section – it will state when the link has been ‘opened’, and when your parent/legal guardian has ‘started’, ‘saved’, and ‘submitted’ his or her statement. Further, if the parent/legal guardian has not already submitted the statement, you can change contact information input in this section and press the “Request Statement” button after you have submitted your application until **November 9, 2017 at 4:00 P.M.** U.S. Eastern Time, if necessary.

***Be careful!*** *If you change your parent or legal guardian's name or email address after sending the notification message, it will cancel your previous request and disable his/her secure link to the online form. It will also erase any online statement form that was already in progress or had already been submitted. An erased statement form cannot be retrieved. Consider this before changing the contact information.*

*Note:* Parents/guardians can check their statements after submitting and make changes, if necessary, until the final deadline of **November 9, 2017 at 4:00 P.M.** U.S. Eastern Time.

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## **Section 17: Placement Information – Program Preferences**

Questions 1 – 2: Indicate your preferred language and program duration choices. At least one preference is required, but you may also indicate a second preference. Review the [eligibility grid](#) and ensure that your date of birth falls within the eligible date range for the program(s) you have chosen. Provide a brief explanation (175 words or less) of your language preference(s). Consider concentrating your explanation on your first preference. If you have experience in any of the NSLI-Y languages you indicated as a program preference in this application, you will be asked to complete a self-assessment in section 23.



*Note:* Bahasa Indonesia and Persian (Tajiki) are only offered for the Summer duration.

Question 3: If you have chosen academic year as one or both of your duration preferences, provide a brief explanation (175 words or less) of why you are interested in participating in a rigorous language immersion program for an academic year (8-10 months).

Question 4: Indicate whether you have applied or plan to apply to any other exchange programs sponsored by the U.S. government this year.

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### **Section 18: Placement Information – Personal Preferences**

*Note:* This information will NOT be taken into consideration in the selection process. If you are selected as a finalist, your responses will be used for school and host family placement, as appropriate; therefore, it is crucial that you provide the most detailed explanations you can.

Questions 1 – 2: Indicate any physical restrictions, health conditions, and/or disabilities (physical, sensory, learning, etc.) and explain in the fields that follow, if applicable, in 150 words or less.

Question 3: Indicate any pets/animals that you cannot live with. If you have no pet/animal restrictions, check the last box only. If you checked “Other Pets/Animals,” please list in the corresponding fields.

Question 4 – 5: Indicate if you have any dietary restrictions. If so, please describe your dietary restriction(s) in as much detail as possible, including whether it is for medical, religious, or self-imposed reasons, in 50 words or less. If you are vegetarian, please answer Question 5 and explain in the field that follows in 50 words or less. If you are not vegetarian, skip Question 5.

Question 6 – 8: Indicate your religious affiliation, if applicable, and answer the questions describing your participation in religious services.

Question 9: Please indicate if you are a smoker in Question 9. If you are a smoker, declare your intentions by answering the question that follows. If you are not a smoker, skip this question.

Read the disclaimer regarding accommodation of restrictions. When you acknowledge that you have read and understood the disclaimer, choose “Yes” and type your full name, which will serve as your electronic signature.

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## **Section 19: Placement Information – Medical Information**

Questions 1 – 6: Provide responses to the requested health questions. If you answered “Yes” to any question, please provide a detailed explanation in the fields that follow. NSLI-Y requests as much information as possible regarding a candidate’s health status in order to determine the best possible placement options. This information will NOT be taken into consideration in the selection process.

Question 7: Read the certification statement. To acknowledge your certification, select “Yes” and type your full name, which will serve as your electronic signature.

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## **Section 20: Self Introduction to Host Family and Language Instructors**

Write a letter to your prospective host family and school. Please incorporate responses to all of the required questions in the body of your letter to communicate who you are and your motivation for going abroad with NSLI-Y.

Your letter must not exceed 500 words and must be written in English. Any minimum and maximum word counts specified in the instructions will be as indicated by the word counter tool used in the Online Application form. To check your word count within the application, you can copy/paste your letter into the field and press the “Save Changes” button at the bottom of the page, which will update your word count.

Because the Online Application website may time out after periods of inactivity, NSLI-Y recommends that you prepare and save this host family letter in a separate word processing program, like Microsoft Word, so you do not lose any written work.

Your letter will be read as part of your application and may be shared with your host family, if you are selected. Consider formatting your response like an actual letter with a salutation and closing.

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## **Section 21: Essays**

First Essay: In 250 words or less, list and explain three (3) reasons why you want to participate in NSLI-Y.

Second Essay: In 250 words or less, respond to **one** of the two topics. Indicate which topic you have chosen by selecting A or B.

Third essay: For applicants who have chosen academic year as one or both of their preferences, in 250 words or less, describe a time in the past two years when you worked on a team or in a



group (sports, class project, other activity). What was difficult? What did you like about it? What did you learn from the experiences?

Your essays must be written in English. Any minimum and maximum word counts specified in the instructions will be as indicated by the word counter tool used in the Online Application form. To check your word count within the application, you can copy/paste your essay into the field and press the “Save Changes” button at the bottom of the page, which will update your word count.

Because the Online Application website may time out after periods of inactivity, NSLI-Y recommends that you prepare and save your essays in a separate word processing program, like Microsoft Word, so you do not lose any written work.

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## **Section 22: Language Experience – Knowledge of Languages**

Question 1: Indicate the language you consider to be your native language. In other words, indicate your first language.

Question 2: Indicate the language(s) spoken in your home.

Question 3: If applicable, provide requested information on your previous study of all of the languages you know, EXCEPT English. To add an additional language, press the “Add 1 More” button. If applicable, provide any relevant information about your foreign language experience in the text box.

Question 4: If applicable, provide information about other foreign language experience you have that is not included in your responses to Question 3.

Question 5: If applicable, provide information on the [STARTALK](#) program(s) you have attended. For the ‘Program Location’ field, provide the school or university name, city and state (example: Midwestern University, – Bloomington, OH). To add an additional STARTALK program, press the “Add 1 More” button.

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### **Section 23: Language Experience: Self-Assessment of NSLI-Y Language Preferences**

Question 1 – 2: You will see your language preference(s) listed. Indicate if you have studied the listed language(s) in a formal classroom setting, studied the language(s) independently, or the language(s) are spoken in your home.

If you answer yes to Question 1, 2, or 3, you will be prompted to respond to additional questions that will help NSLI-Y gauge your current proficiency level. Please be honest and accurate about your proficiency because it is used for placement purposes, if you are selected as a finalist.

If you answer no to Questions 1, 2, and 3, move directly to the next section.

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### **Section 24: Review and Submit**

Before you submit your application:

- Review all sections. Make sure you have answered all the questions and required fields.
- Download any documents that must be submitted separately by mail from sections 13 and 140 (for example, transcript request forms).

If you are ready to submit your application, read the certification statement and indicate that you have understood the statement by clicking “Yes.” Certify your acknowledgement by typing your name, which will serve as your electronic signature. To submit your application for evaluation, press the “Submit Your Application” button. You will receive an auto-generated email from [ais\\_accounts@americancouncils.org](mailto:ais_accounts@americancouncils.org) if your application has successfully been submitted.

After pressing “Submit Your Application”, any sections with missing answers will be clearly marked in the left-hand navigation. Also, the questions themselves will be clearly marked as well with a box and red highlighting. Review your application again, enter any missing information, and then attempt to re-submit your application.

Once you submit your application, you will no longer be able to make changes in most sections. As mentioned in sections 15 and 16, you will still be able to change contact information related to your teacher recommendation and parent statement, and press the ‘Request Recommendation’ and ‘Request Statement’ buttons after submitting your application. You will also continue to be able to view your application online via this system with your existing login credentials.

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### **Application Checklist:**





- Complete and submit the Online Application by **November 2, 2017**, 4:00 P.M. U.S. Eastern Time.
- Have one (1) parent/legal guardian complete the Online Parent Statement by **November 9, 2017** at 4:00 P.M. U.S. Eastern Time.
- Have one (1) teacher recommender complete the Online Teacher Recommendation by **November 9, 2017** at 4:00 P.M. U.S. Eastern Time.
- Submit the completed signature page of the Terms & Conditions Form, by uploading it to your application or by mailing it to the address below by **November 2, 2017** (postmarked). (Note: Terms and Conditions form must be signed by hand. Digital signatures will not be accepted). If you choose to mail the signature page, please note that the Terms and Conditions and transcripts should be mailed separately and to different mailing addresses.

ATTN: NSLI-Y File Processing (#1100-TC)  
 American Councils for International Education  
 1828 L St NW Ste 1200  
 Washington D.C. 20036-5136

- If currently enrolled as a 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup> grader, ask your school registrar to mail in your official grade transcript to the address below by **November 2, 2017**(postmarked). Transcripts must include completed courses, grades, and GPA. Official transcripts must be mailed directly to American Councils in a sealed and unopened envelope.
- If a home-schooled applicant, mail your home school transcript form by **November 2, 2017** (postmarked).
- If currently enrolled as a 9<sup>th</sup> grader, ask your school registrar to mail in your grade transcript from junior high/middle school AND a list of current classes enrolled in at high school by **November 2, 2017** (postmarked). Both must be mailed by the registrar to American Councils in a sealed and unopened envelope.

ATTN: NSLI-Y File Processing (#1100-G)  
 American Councils for International Education  
 1828 L St. NW, Ste. 1200  
 Washington DC 20036-5136 USA

